



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

**FISCAL YEAR 2013
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #28**

TO: Child and Adult Care Food Program Institutions

FROM: Kyle L. Guarrant, Director
Office of School Support Services

DATE: July 30, 2013

SUBJECT: **New Household Income Eligibility Guidelines, Statements, Instructions and Participant/Parent/Guardian Letters**

Action: **Utilize updated forms that reflect changes in income eligibility guidelines**

The purpose of this memorandum is to provide you with the necessary forms and instructions to assist you in determining children's eligibility for Category A (free) or Category B (reduced price) meal reimbursement for the period beginning July 1, 2013, through June 30, 2014. Please note some forms are longer due to the new United States Department of Agriculture's (USDA) non-discrimination statement.

The Participant Enrollment Form is also attached for your convenience. Enrollment information must be collected or updated annually for all participants. Enrollment data, however, is not required in the Child and Adult Care Food Program (CACFP) for At-Risk Afterschool programs or for emergency shelters.

Read all information and instructions related to CACFP Household Income Eligibility Statement (HIES). Implement according to the instructions. Failure to do so may result in the loss of reimbursement. Provide a copy of this memorandum in its entirety to all staff who determine eligibility.

Please keep this memo on file, in a notebook, or electronically for quick and easy reference. Updated forms are attached and are also available at www.michigan.gov/cacfp under Forms and Instructions, Independent Centers and Sponsors of Centers. If you have questions regarding this memorandum, please contact the CACFP at 517-373-7391.

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

Attachments:

[Income Eligibility Guidelines - July 1, 2013 to June 30, 2014](#)

[Participant Enrollment Form](#)

[Household Income Eligibility Statement \(Child Care Institutions\)](#)

[Household Income Eligibility Statement \(Adult Day Services Programs\)](#)

[Instructions for Parents/Guardians – Household Income Eligibility Statement
\(Child Care Institutions\)](#)

[Instructions for Participants/Parents/Guardians – Household Income Eligibility
Statement \(Adult Day Services Programs\)](#)

[Instructions for Institutions – Household Income Eligibility Statement
\(Child Care Institutions\)](#)

[Instructions for Institutions – Household Income Eligibility Statement
\(Adult Day Services Programs\)](#)

[Parent Guardian Letter – Child Care Institutions](#)

[Parent Guardian Letter – Child Care Institutions \(Pricing Program\)](#)

[Parent Guardian Letter – Adult Day Services](#)

[Parent Guardian Letter – Adult Day Services \(Pricing Program\)](#)